

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training

DATE: 31 July 1953

FROM : Deputy Director of Training (General)

SUBJECT: TRG Weekly Summary Report

1. At the request of Mr. Robert E. Matteson, Assistant Director for Mutual Security, the Office of Training made arrangements for a special briefing for approximately fifteen high ranking officials of the Mutual Security Agency. This presentation was held on 31 July and dealt with the mission, scope and certain substantive and operational responsibilities of CIA. ✓

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2. At the request of the Office of Scientific Intelligence plans are presently under way for establishing a conference for selected ✓

3. The Weekly Indoctrination Program conducted by the Chief, Orientation and Briefing Division on 30 July had a total of 81 people. Of this number there were eleven officers from the Directorate of Intelligence, USAF and one each from G-2 and the Department of State. ✓

4. The Chief of the Orientation and Briefing Division presented the mission and functions of CIA to the Air Command and Staff School, Maxwell Air Force Base, Alabama. ✓

5. At the request of the Logistics Office, DD/A, the Chief of the Management Training Division, Office of Training began the initial phase of the Human Resources Program with twelve Branch Chiefs in attendance. ✓

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cc: TRG Staff and Division Chiefs

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